



**YOUTH COMMUNITY CORRECTIONS BUREAU
GREAT FALLS YOUTH TRANSITION CENTERS
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 10-3	Subject: KEY CONTROL
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Applicable ACA Standards: 3-JCRF-3A-13	Revision Date:
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10
Signature: /s/ <i>Steve Gibson</i>	

I. CENTERS DIRECTIVE:

To maintain the security of the facility and the safety and privacy of staff and residents and their property, a key inventory and control system shall be in effect. This procedure will be reviewed annually.

II. DEFINITIONS:

Security Key - Any facility key that, if lost or duplicated by residents, would jeopardize the security of the facility, facility property, staff, visitors, or residents.

III. PROCEDURE:

A. Accountability

The key control system requires simple and efficient weekly checks of all keys and locks within the facility by the facility director or designee. A current inventory of all keys shall be maintained, refer to YTC 10-3 (A), 40 Hour Orientation.

B. Recording and Storing of Keys

A key for each lock shall be stored in a locked cabinet in the facility director's office. Key hooks in this cabinet shall be numbered. Only duplicate keys shall be issued for use.

C. Inventory of Keys

Keys shall be recorded and stored for accountability. All keys permanently assigned to a staff member shall be signed for, and the receipt shall be kept in the staff member's personnel file and a copy in the supervisor's file.

D. Issue of Keys

All staff will be issued a set of work keys with identification numbers sufficient to do their jobs efficiently. Shift keys may be issued to the position.

E. Lost or Misplaced Keys and/or Key Rings

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A verbal report of any lost or misplaced key or key rings shall be made to the facility director immediately, stating when loss was discovered, circumstances surrounding that loss, and the key(s) identification. A written, signed, and dated report shall be submitted as soon as possible to the facility director. NOTE: When security keys are lost or misplaced, proper security precautions must be taken to preclude use of the key(s) for unauthorized access to facility areas. If security keys are lost, locks shall be changed.

F. Handling of Keys

All staff will observe the following control procedures:

1. When on duty, staff shall keep facility keys in their possession at all times. Residents are never permitted to handle work keys.
2. Carry and use keys as inconspicuously as possible.
3. Check the number of keys when exchanging from one staff member to another (confirm key count with ring tag)
4. Do not use force to operate locks. If a lock does not function easily, the malfunction shall be reported to the facility director or designee.
5. Do not attempt to repair locks.
6. Damaged or broken keys shall be returned to the facility director for replacement.

IV. CLOSING:

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

V. REFERENCES:

None

VI. ATTACHMENTS:

YTC 10-3 (A) Key Inventory Form